

Topsfield Cable TV / Town Website Committee

January, 11 2012

Approved 2/8

Executive Summary

The position of Cable TV / Town Website Coordinator has been filled by Ryan Jarvis. Ryan has been approved for a compensation level of H-5, Step 3 due to his prior experience. The position of a private consultant to help with Web issues has been approved at the same compensation level as the Coordinator's Job Description. The new position of Video Camera Operator has been approved at H-3, Step 1. This is the position rate of the prior Cable TV /Web Coordinator's job. The video quality issue with live broadcasts using the new equipment is under investigation. Comcast has been contacted and ask to test the I-Net connection.

Members present: Bill Whiting, Kathy Curran and Jeanne Pickering

Members absent: Bob Ogden

Guest: Martha Morrison

Former Business:

Meeting opened at 7:35 PM in Town Hall

The minutes of the 12/14 were also approved as written.

New Business:

See Executive Summary

The meeting was adjourned at 9:20

The next scheduled meeting is 2/8 at 7:30 PM in Town Hall

Respectfully submitted, Bill Whiting – Chairman